

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE8607462

Date Posted: 01/28/13

POSITION NO: 242571

Closing Date: OUF

CLASS CODE: 3640

POSITION TITLE: Head Start Teacher**

DEPARTMENT NAME: Navajo Head Start - Tuba City Agency

DEPARTMENT NO: 860 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V61A

Days: Mon - Fri

Permanent: ☒

SALARY:

Hours: 7 am - 4 pm

Temporary: ☐

Duration: 9 mos \$ Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 14.83 Per Hour

DUTIES AND RESPONSIBILITIES:

Serves as lead Teacher charged with full supervisory responsibility in managing the daily operation of assigned Head Start center; oversees support and volunteer staff engaged in providing early childhood development services to children three to five years of age; coordinates and supervises the daily activities of assigned center including development of program goals and objectives; maintains classroom environment conducive to age appropriate learning and care; assigns and reviews work of staff upon completion; provides instruction on safety and health regulations and procedures; maintains inventory of classroom supplies, equipment and materials; obtains materials and resources for classroom projects; develops and implements lesson plans according to federal guidelines; teaches children according to planned daily curriculum; develop activities for children to stimulate their emotional, intellectual, physical and social growth; provides one-on-one instruction for those needing additional assistance and to mainstream special needs children; insures that developmentally appropriate practice is implemented in the classroom and in outdoor play activities.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associates degree in Early Childhood Education; or an Associate Degree in a related field and coursework equivalent to a major relating to Early Childhood Education; and

Experience:

One (1) year experience teaching preschool age children.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, licenses, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state and Navajo Nation regulations, policies and procedures related to preschool instruction and Head Start programs; knowledge of early childhood teaching methods and practices; knowledge of Navajo culture and its influence on the daily lives of children and family; knowledge of maintaining a clean safe educational environment; skill in planning and providing educational activities to children three to five years old; skill in working with parents, guardians and volunteers.

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state driver's license. Must obtain a physical examination prior to hire, must obtain a First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit, and a Navajo Nation Vehicle Operator's Permit.

**** UNION POSITION**

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99